Bachelor Degree Internship Program
FACULTY GUIDE FOR STUDENT INTERNS

Students are paired with a Faculty Advisor for internship in one of the following ways:

1. For programs that have a required Internship Orientation course, at the end of the course they are “assigned” to a faculty supervisor for internship or asked to “find” a faculty member from their department to serve as faculty supervisor. This course guides students through the internship search phase and provides information about the Internship Eligibility Application, possible settings, contacting employers, objectives to be fulfilled during internship and the Internship Learning Agreement (ILA).

2. For programs without the Internship Orientation course students are required to seek a faculty member in their major to serve as a faculty supervisor.

One semester prior to internship:

☐ 1. Students complete Eligibility Application to appropriate parties (faculty advisor and department chair) for signature and approval (October 1 for spring internship, March 1 for summer internship and May 1 for fall internship) and submit to school secretary to keep on file to be attached later to the ILA.

☐ 2. The faculty supervisor must approve the internship site prior to the students accepting an offer.

☐ 3. Faculty supervisors work with students to provide guidance to assist students in designing objectives and activities for the internship and approve their Internship Learning Agreement (ILA). The ILA is posted on the Center for Career Development website at: http://www.cobleskill.edu/academics/career-development/manuals-forms.asp

On the website, students select ILA on the list with the prefix for their major. Deadlines for submission of Internship Learning Agreement: Dec. 1 for spring; May 1 for summer; Aug. 1 for fall. The ILA must be signed by the student and faculty supervisor prior to forwarding it to the site supervisor for signature.

☐ 4. If internship is UNPAID or offers a stipend the school secretary completes an Affiliation Agreement and submits to the site supervisor for signature. The Affiliation Agreement allows the College to provide these interns with liability coverage at the site. Only interns who are paid an hourly wage will be exempt from this form.

☐ 5. Students obtain signatures from the faculty supervisor first and then from the site supervisor. Students return the completed ILA to the school secretary.

☐ 6. The school secretary attaches the Eligibility Application (and the Affiliation Agreement if needed) to the signed ILA and forwards to the Dean and the Vice President of Academic Affairs for approval and signature. The school secretary registers the student for the appropriate internship course after receiving the signature of the VPAA.